

C.I.G. Administrative Instructions

Approved For Release 2001/08/02 : CIA-RDP81-00720R00010016007-6

SECRET

1 of 1

25X1A

25X1A

25X1A

AI

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

PERSONNEL ACTIONS AFFECTING CIG CIVILIAN EMPLOYEES
WHO ARE PAID FROM VOUCHERED FUNDS*rescinded by*
AI
8/17/48

1. Procurement

- a. The Personnel Division, Personnel and Administrative Branch, CIG, is charged with:

- (1) Maintaining, in coordination with the Finance Division, current data showing authorized existing vacancies (both grades and positions) in all CIG offices and Staff Sections.
- (2) Close and constant coordination with CIG offices and Staff Sections to determine priority of personnel requirements to insure continued efficient operation.
- (3) Obtaining from the Civil Service Commission approval of job classifications covering all CIG civilian positions requiring such approval.
- (4) Determining, and maintaining constant contact with, all available potential sources of qualified individuals to fill authorized CIG vacancies. Such contacts will be continually exploited to the extent necessary to insure availability of qualified individuals to fill vacancies as they occur.
- (5) Close coordination with the Security Division, Personnel and Administrative Branch, CIG to expedite to the fullest possible extent all action in connection with final security clearance of prospective employees.
- (6) Initial contact with prospective employees and expeditious completion of all administrative action required to employ those found qualified to fill authorized vacancies.
- (7) Obtaining approval of appropriate Office or Staff Section Head prior to hiring any employee to fill an authorized vacancy, except for clerical and administrative positions in grades CAF-1 to CAF-5, inclusive, which may be filled without reference to the Office or Staff Section concerned.

- b. Office and Staff Section Heads are charged with:

- (1) Initiating Forms No. 37-8 (Recruitment Request) in triplicate, covering personnel requirements to fill essential authorized vacancies, and 37-3 (Personnel Action Request) in duplicate, covering

(2) Final interview and acceptance or rejection of prospective employees to fill vacancies under their jurisdiction, except clerical and administrative personnel to be appointed in grades CAF-1 to CAF-5 inclusive.

(3) Providing advice and assistance in the preparation of job classifications.

(4) Making no commitments regarding employment or salary to individuals who may be contacted directly prior to reference to Personnel Division.

2. Processing Procedures.

a. Complete Forms 57 (Application for Employment) and 38-1 (Personal History Statement) will be obtained from prospective employee by Personnel Division.

b. In cases where clerical and administrative positions in grades CAF-1 to CAF-5 inclusive are involved, qualification of applicant to hold position will be determined by Personnel Division, and, if found qualified, Form 38-1 sent to Security Division for security clearance.

c. In cases other than those specified in par. 2b above:

(1) Forms will be sent to Office or Staff Section when appropriate vacancy exists requesting recommendation for or against employment and, if acceptable, indication of grade and position to be filled.

(2) Upon return of papers to Personnel Division, if applicant is acceptable, final determination of qualifications to fill grade and position recommended will be made and Form 38-1 sent to Security Division for security clearance.

(3) Cases involving disagreement between the using agency and the Personnel Division will be sent by the Executive for Personnel and Administration, together with full statement of facts, to the Executive Director for decision, if the Executive for Personnel and Administration cannot arrive at an agreement with the requesting office.

(4) Personnel Division will initiate all rejection notices to applicants.

d. (1) Immediately upon receiving security clearance, action to complete employment processing will be expedited by Personnel Division and employee assigned.

(2) If Security Division recommends against employment, appropriate notification will be sent to applicant by Personnel Division and case closed.

(3) Any disagreement between Security Division and/or Personnel Division and Office or Staff Heads will be referred to the Executive Director for decision, in the event the Executive for Personnel and Administration cannot arrive at an agreement with the requesting office.

3. Personnel Division will obtain sufficient information from the Finance Division to keep budget restrictions on personnel procurement current at all times. Individual cases will not normally be referred to the Finance Division for clearance.

4. Approval of Personnel Actions.

a. Delegation of Authority dated September 6, 1946, signed by the Director Central Intelligence authorized the Chief, Personnel Division, to approve personnel actions for the CIG. It is the responsibility of the Chief, Personnel Division, to ascertain that CIG policy and the standards established by the Civil Service Commission are observed in connection with the employment of all vouchered civilian employees.

b. (1) The Chief, Personnel Division, Personnel and Administrative Branch, may take final action for the Director in cases involving grades CAF-1 to 12 inclusive, and P-1 to P-5 inclusive, provided the head of the interested Office or Staff Section concurs.

(2) The Executive Director must approve for the Director final hiring in all cases involving grades from CAF-13 to CAF-15 inclusive, and P-6 to P-8 inclusive. Concurrence of the head of the interested Office or Staff Section will be obtained by the Personnel Division prior to presentation to the Executive Director for decision.

(3) Any doubtful cases and those involving disagreement between the Personnel Division and the Office or Staff Section Head concerned, will be referred to the Executive Director for decision, in the event the Executive for Personnel and Administration cannot reach a satisfactory agreement with the requesting office.

5. Transfers and Reclassification of Positions.

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010007-6

transfers of individuals between Offices or Staff Sections will be

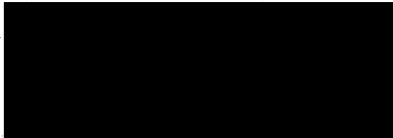
handled generally in the same manner as indicated above, except for security check. No action on the part of individuals or Office and Staff Heads is required to effect automatic within grade salary increases.

6. Terminations.

Request for termination of employment in the case of any employee will be initiated by the appropriate Office of Staff Section Head on Form 37-3, and forwarded to the Personnel Division accompanied by a detailed statement of the reasons for recommending termination. Upon receipt of such request, Personnel Division will take appropriate action in accordance with existing regulations.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A


Deputy Executive for Personnel
and Administration.

NOTE: This document is classified "SECRET" only because of the subject rather than the contents.

SECRET

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

1 July 1948

SUBJECT: Entrance on Duty of New Employees

1. No applicant for employment will be contacted in connection with entrance on duty in CIA by any individual employed by or on duty with this agency except --

Executive for Administration and Management
Chief, Personnel Branch, A&M
Responsible employees of the Personnel Branch, A&M,
designated for this purpose by their branch chief.

2. The Chief, Personnel Branch, A&M, has direct jurisdiction over all individuals who enter on duty in personnel pools of this agency while awaiting final security clearance. Instructions to individual applicants and individuals on duty in personnel pools to report for duty in any office or staff section of CIA will not be given except by one of the individuals specified in paragraph 1 above.

3. a. No office or staff section of CIA will permit any individual to enter on duty within such office or staff section without presentation of a written statement signed by the Chief or Assistant Chief, Personnel Branch, A&M, in the form indicated below:

"Processing for entrance on duty of _____ (name of applicant), _____ (job title, grade, and entrance salary), has been completed and the applicant meets all standards for full employment with CIA. Signed clearance for entrance on duty has been received from the Executive for Inspection and Security and made a part of the personnel file of this individual. Effective this date he/she is assigned to duty with your office."

b. A copy of this notification will be furnished to the Executive for Inspection and Security.

c. Should extraordinary circumstances appear to warrant entrance on duty prior to the preparation of the statement prescribed above, the Executive for Administration and Management may give verbal authorization for entrance on duty after assuring himself that all required processing has been completed.

4. Assistant Directors and Staff Chiefs are responsible for insuring that all individuals under their jurisdiction are informed of this directive and instructed to refer all matters relative to processing of individuals for employment with this agency to the Personnel Branch, A&M, for action.

25X1A

[REDACTED]
R. A. MILLENROETTER
Rear Admiral, USN
Director of Central Intelligence

DISTRIBUTION: A

SECRET

25X1A

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

revised by

25X1A

AD [REDACTED]

10 October 1947

8/17/48

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

SUBJECT: Personnel Actions Affecting CIA Civilian
Employees Who Are Paid from Vouchered Funds

25X1A

Paragraph 4b(2), Administrative Instruction [REDACTED] dated
13 December 1946, is amended by adding thereto:

"(2) * * * * *. The Executive for Administration
and Management will act for the Executive Director
when that individual is absent."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Executive for
Administration and Management

ATTACHMENTS: NONE

DISTRIBUTION: "A"

(3061)

SECRET

SECRET

25X1A

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

2A3

25X1A

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

10 October 1947

SUBJECT: Personnel Actions Affecting CIA Civilian
Employees Who Are Paid from Vouchered Funds

25X1A

Paragraph 4b(2), Administrative Instruction [REDACTED] dated
13 December 1946, is amended by adding thereto:

"(2) * * * * *. The Executive for Administration
and Management will act for the Executive Director
when that individual is absent."

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Executive for
Administration and Management

ATTACHMENTS: NONE

DISTRIBUTION: "A"

(3064)

SECRET

SECRET

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

10 October 1947

25X1A

ADMINISTRATIVE INSTRUCTION
NUMBER [REDACTED]

SUBJECT: Personnel Actions Affecting CIA Civilian
Employees Who Are Paid from Vouchered Funds

25X1A

Paragraph 4b(2), Administrative Instruction [REDACTED] dated
13 December 1946, is amended by adding thereto:

25X1A

"(2) * * * * * . The Executive for Administration
and Management will act for the Executive Director
when that individual is absent."

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Executive for
Administration and Management

ATTACHMENTS: NONE

DISTRIBUTION: "A"

(3064)


SECRET

25X1A

25X1A

25X1A

25X1A

UNCLASSIFIED RESTRICTED CONFIDENTIAL (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1		<i>W</i>	
2		<i>MM</i>	
3		<i>DM</i>	
4		<i>Cmo</i>	
5	<i>Files</i>		
FROM		INITIALS	DATE
1			
2			
3			

☐ APPROVAL
☐ ACTION
☐ COMMENT
☐ CONCURRENCE

☐ INFORMATION
☐ DIRECT REPLY
☐ PREPARATION OF REPLY
☐ RECOMMENDATION


☐ SIGNATURE
☐ RETURN
☐ DISPATCH
☐ FILE

REMARKS:

Registry pl. log the admin. order attached on when the memo is logged on.

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
SEP 1947


UNCLASSIFIED RESTRICTED <u>CONFIDENTIAL</u> (SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	<i>Special Funds</i>		
2	<i>1116 2m</i>		
3	<i>Att: </i>		
4			
5	<i>epd 1030 - 1063</i>		
FROM		INITIALS	DATE
1	<i>epd 1030</i>	<i>EM-J</i>	<i>7:22-47</i>
2			
3			

☐ APPROVAL
☐ ACTION
☐ COMMENT
☐ CONCURRENCE

☐ INFORMATION
☐ DIRECT REPLY
☐ PREPARATION OF REPLY
☐ RECOMMENDATION

☐ SIGNATURE
☐ RETURN
☐ DISPATCH
☐ FILE

REMARKS:

To  Do you want this for your record?

SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

FORM NO. 30-4
SEP 1947

CONFIDENTIAL

17 July 1948

25X1A

MEMORANDUM FOR THE RECORD

SUBJECT: Administrative Instruction [REDACTED] "Entrance on Duty
of New Employees"

1. On the afternoon of 8 July 1948 the subject Administrative Instruction was called to the attention of the undersigned. It was discussed with the Assistant Executive Officer, the Executive Officer and the Assistant Director, Special Operations.

2. As a result of these discussions the ADSO telephoned the Executive for Administration and Management, stating that he understood why the Director would not wish to specifically except OSO from all such memoranda but that he wished to make the inquiry to determine for certain that subject Administrative Instruction did not apply to the covert and unvouchered funds personnel of OSO. Within less than five minutes, while the undersigned and the others mentioned above were still in the ADSO's office, a telephone call was received by the ADSO in response to his call to the Executive for Administration and Management. The ADSO stated to us that that telephone call informed him that subject Administrative Instruction was not effective for the covert and unvouchered funds personnel of the Office of Special Operations.

3. In view of the above, Personnel Division of OSO will continue to exercise supervision over the non-security cleared unvouchered pool and will continue to function as previously on all matters concerning personnel employed on unvouchered funds.

25X1A

[REDACTED]
Chief, Personnel Division, OSO

1848 707 SS 12 52

RECEIVED
1848 707 SS 12 52

CONFIDENTIAL

SECRET		CONFIDENTIAL		RESTRICTED		UNCLASSIFIED	
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)							
OFFICE OF SPECIAL OPERATIONS							
ROUTING SLIP							
FROM		TO	INITIALS	DATE			
	ASST. DIRECTOR FOR SPECIAL OPERATIONS						
	DEPUTY ASST. DIRECTOR						
	EXECUTIVE OFFICER						
	EXECUTIVE SECRETARY						
	CHIEF, LIAISON CONTROL						
	CHIEF, SECURITY BRANCH						
	CHIEF OF OPERATIONS						
	CHIEF, FOREIGN BRANCH						
	✓ CHIEF, ADMINISTRATION AND SERVICES		<i>TVA</i>	<i>July 2</i>			
	CHIEF, PERSONNEL DIVISION						
	CHIEF, SPECIAL FUNDS DIVISION <i>1116 Q</i>		✓				
	CHIEF, REGISTRY DIVISION						
	CHIEF, COMMUNICATIONS DIVISION						
	CHIEF, TRANSPORTATION & SUPPLY DIVISION						
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> APPROVAL <input type="checkbox"/> ACTION <input type="checkbox"/> COMMENT <input type="checkbox"/> CONCURRENCE </div> <div> <input type="checkbox"/> INFORMATION <input type="checkbox"/> DIRECT REPLY <input type="checkbox"/> PREPARATION OF REPLY <input type="checkbox"/> RECOMMENDATION </div> <div> <input type="checkbox"/> SIGNATURE <input type="checkbox"/> RETURN <input type="checkbox"/> DISPATCH <input type="checkbox"/> FILE </div> </div>							
REMARKS:							
SECRET		CONFIDENTIAL		RESTRICTED		UNCLASSIFIED	
FORM NO. 30-2 REVISED JUL 1947							

STATINTL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

1 July [REDACTED]

SUBJECT: Entrance on Duty of New Employees

1. No applicant for employment will be contacted in connection with entrance on duty in CIA by any individual employed by or on duty with this agency except --

Executive for Administration and Management
Chief, Personnel Branch, A&M
Responsible employees of the Personnel Branch, A&M,
designated for this purpose by their branch chief.

2. The Chief, Personnel Branch, A&M, has direct jurisdiction over all individuals who enter on duty in personnel pools of this agency while awaiting final security clearance. Instructions to individual applicants and individuals on duty in personnel pools to report for duty in any office or staff section of CIA will not be given except by one of the individuals specified in paragraph 1 above.

3. a. No office or staff section of CIA will permit any individual to enter on duty within such office or staff section without presentation of a written statement signed by the Chief or Assistant Chief, Personnel Branch, A&M, in the form indicated below:

"Processing for entrance on duty of _____ (name of applicant), _____ (job title, grade, and entrance salary), has been completed and the applicant meets all standards for full employment with CIA. Signed clearance for entrance on duty has been received from the Executive for Inspection and Security and made a part of the personnel file of this individual. Effective this date he/she is assigned to duty with your office."

b. A copy of this notification will be furnished to the Executive for Inspection and Security.

c. Should extraordinary circumstances appear to warrant entrance on duty prior to the preparation of the statement prescribed above, the Executive for Administration and Management may give verbal authorization for entrance on duty after assuring himself that all required processing has been completed.

4. Assistant Directors and Staff Chiefs are responsible for insuring that all individuals under their jurisdiction are informed of this directive and instructed to refer all matters relative to processing of individuals for employment with this agency to the Personnel Branch, A&M, for action.

STATINTL

[REDACTED]
R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

DISTRIBUTION: A